

**STATE OF LOUISIANA**  
**DIVISION OF ADMINISTRATION**

[illegible]

THE ABOVE RECORD REFLECTS AN ACCURATE ACCOUNTING OF THE USE OF THIS STATE-OWNED VEHICLE, AS ATTESTED TO BY THE OPERATOR'S INITIALS BY EACH ENTRY (POOL CARS) OR, FOR PERSONALLY ASSIGNED VEHICLES, THE DRIVER'S SIGNATURE. THE LAST PERSON SIGNING THE REPORT OR THE TRANSPORTATION OFFICER SHALL SUBMIT THIS REPORT TO HIS/HER SUPERVISOR BY THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)

AUTHORIZED SUPERVISOR

TITLE

**SEE REVERSE SIDE**

## SERVICE REPORT

[illegible]

OTHER COSTS			SAFETY INSPECTION
DATE	TYPE OF TRANSACTION	AMOUNT	<ul style="list-style-type: none"> <li>• CHECK FLUID LEVELS BEFORE LONG TRIPS</li> <li>• TURN SIGNALS, BRAKE LIGHTS AND BRAKES</li> <li>• HEADLIGHTS (FOR NIGHT TRAVEL)</li> <li>• GAUGES FOR FUEL AND ENGINE STATUS</li> <li>• TIRE INFLATION AND CONDITION</li> <li>• WIPER OPERATION (FOR WET WEATHER TRAVEL)</li> <li>• LOOSE ITEMS WHICH MAY BECOME POTENTIAL PROJECTILES BEHIND DRIVER</li> <li>• HOUSEKEEPING, ESPECIALLY IN DRIVER'S FOOT AREA</li> </ul>
TOTAL OTHER COSTS:		\$	

**COMMENTS:** (General condition of vehicle, maintenance needs. *Report safety concerns to supervisor or responsible person*)